

STATINTL

MEMORANDUM FOR: [REDACTED]

If the report comes back from the Director with indications that extensive changes should be made after it is seen by the Assistant Directors and others, we should have it mimeographed or dittoed. If we cut the stencils ourselves, reproduction will be able to bind it in four or five days.

If it comes back without indications that extensive changes are expected after it has been seen by the Assistant Directors, we should have it offset printed, book face, on the electromatic typewriter, with a reduction of 35 per cent and plastic binding. This is the format in which the security regulations are printed.

It will be set up as an introduction, discussion, and appendix. There will be no running chapter headings since the sections are too short to be set up as chapters. In the introduction and discussion, reference to the appendices should be made by letter and page with page references as in our copy. Reproduction will correct the page references in their copy. Instead of tabs A, B, and C, etc., we will have appendix A, B, and C, etc., since the manual labor of tabbing 100 copies is prohibited.

With a high priority, this will take some two to three weeks. With a low priority, it will take at least four to six weeks.